



COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

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COMMONWEALTH of VIRGINIA
Department for the Aging
Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Directors
Area Agencies on Aging

FROM: Bill Peterson

DATE: September 16, 2003

SUBJECT: **Update on Proposed Waivers**

DMAS has let me know that the CMS review of Virginia's proposed waivers have been delayed due to the numerous questions raised by a recent GAO report on the entire waiver program.

As a result it appears Virginia will not be able to implement the **Elderly Plus Waiver** on October 1, as hoped. CMS informed DMAS on September 10th that they are sending a letter to "stop the clock" on their review of Virginia's proposal.

The same appears to be true for the **Chronic Disease Management Waiver**. DMAS had a conference call with CMS concerning this waiver and CMS evidently is not going to finish their review of this in time for implementation in October or November.

In preparation for a meeting with CMS, DMAS needs to meet with all the interested AAAs to discuss some of CMS' concerns. DMAS does not believe that the concerns are going to be insurmountable. I will be back in touch with dates and times for this meeting.

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Faye D. Cates, MSSW, Human Services Program Coordinator

DATE: September 16, 2003

SUBJECT: IDENTIFYING POOL VEHICLES WHEN YOU TAKE THEM TO VDOT FACILITIES

This memo is to AAA Directors who lease vehicles from VDA. On 9/15/03 the same information was faxed to AAA transportation managers of VDA-leased vehicles

Recently DGS has started billing your agencies (via billings to VDA) for repair work completed at VDOT facilities, because you are identifying your VDA-leased vehicles (pool vehicles) as your agency vehicles (local agency vehicles). When you identify a leased vehicle as your agency vehicle, your agency will be billed for the work.

Remember: When you take a VDA-leased vehicle to a VDOT facility for repair work, make sure you identify the vehicle as a "pool vehicle," so the repair work is billed via your monthly mileage billing process.

NOTE: There is an exception. If you have an accident in a leased vehicle and the accident is ruled "preventable," your agency is responsible for the repair bill, per DGS Rules & Regulations Manual, p. 18, *Payment of Bills*: "No credit will be allowed for downtime as a result of a vehicle accident where the state operator has been determined to be at fault."

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MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Faye D. Cates, MSSW, Human Services Program Coordinator

DATE: September 16, 2003

**SUBJECT: SATELLITE BROADCAST: BE A SMART CONSUMER – AVOID
PREDATORY LENDING**

On Tuesday, September 23, 2003, from 12:00 noon to 2:00 p.m., The Philadelphia Homeownership Center is conducting a satellite broadcast titled “Be a Smart Consumer – Avoid Predatory Lending.” You can view this satellite broadcast as a webcast from your personal computer. To view a webcast, please go to www.hud.gov and scroll down to “Now Playing” in the bottom right-hand corner. To view as a satellite broadcast, please contact your local HUD Field Office to make arrangements. If you are unable to view this training on September 23rd, it will be archived at www.hud.gov/webcasts/schedule/index.cfm for future viewing at your convenience. Since this broadcast is for consumers and gives excellent tips on how to avoid predatory lending.

The toll-free phone number to the Philadelphia Homeownership Center is 1-800-440-8647 if you want more details about the broadcast. The toll-free phone number to HUD’s Richmond Regional Office is 1-800-842-2610.

COMMONWEALTH of VIRGINIA

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MEMORANDUM

TO: Executive Directors
Transportation Managers
Area Agencies on Aging

FROM: Faye D. Cates, MSSW, Human Services Program Coordinator

DATE: September 16, 2003

**SUBJECT: GUIDELINES RELATIVE TO THE USE AND OPERATION OF
15 PASSENGER VANS**

The Department of General Services (DGS) has released the following advisory about how many people to transport in 15 passenger vans, based on a cautionary warning from the National Highway and Traffic Safety Administration (NHTSA). NHTSA issued a cautionary warning to users of the 15-passenger vans because of increased rollover risk under certain conditions. The DGS advisory recommends that the number of occupants in 15 passenger vans be limited to 10. The advisory also indicates that 15 passenger vans will not longer be provided via the state vehicle pool.

September 9, 2003

MEMORANDUM

TO: AGENCY TRANSPORTATION OFFICERS

Two years ago the Division of Risk Management issued a "Risk Advisory" to all State Agencies relative to the use of 15-passenger vans. It provided guidelines relative to the use and operation of these vehicles. The advisory addressed operator training, vehicle loading and several other factors relative to safety considerations. The advisory pointed out that the number of occupants should be limited to 10.

The National Highway and Traffic Safety Administration (NHTSA) issued a cautionary warning to users of the 15-passenger vans because of increased rollover risk under certain conditions. NHTSA's analysis revealed that loading of these vans causes the center of gravity to shift rearward and upward increasing the likelihood of rollover. The shift in the center of gravity will also increase the potential for loss of control in panic maneuvers.

A recent accident in the Richmond area involving a YMCA 15-passenger van again brought to light safety considerations relative to the use of these vehicles. As a result of our concerns and the concern of others we have decided to eliminate the rental of 15-passenger vans through our trip pool. This will be effective 10/31/03.

A survey of our major users of these vehicles support this decision.

In lieu of 15-passenger van rentals, we will be able to provide you mini-vans which handle more like sedans or station wagons and would not require any operator training regarding safety issues.

William Colavita
Fleet Administrator

CC: Mr. Jim Roberts
Mr. Joe Damico
Mrs. Vickie Story
Mrs. Joan Norris
Mrs. Jean Boze
Mrs. Jackie Bush

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Directors
Area Agencies on Aging

FROM: Bill Peterson

DATE: September 16, 2003

SUBJECT: **AoA to Celebrate International Day of Older Persons**

We received the following message from Assistant Secretary Josefina Carbonell:

On October 1, 2003, the Administration on Aging (AoA) will join communities around the world in observing the International Day of Older Persons. I would like to invite your agency and your community to also participate in this international day dedicated to honoring older people.

In 1990, the United Nations (UN) General Assembly declared October 1st of each year as the International Day of Older Persons (the "International Day"). At the UN, The UN Non-Governmental Organization (NGO) Committee on Aging commemorates older persons each October with programs developed to raise awareness about the challenges to older persons and to announce, or highlight important global aging events.

For example, on October 1, 1998, the UN officially launched the International Year of Older Persons. In 2001 and 2002, the themes highlighted the International Plan of Action on Ageing (available at <http://www.un.org/esa/socdev/ageing/waa/a-conf-197-9b.htm>) and the World Assembly on Ageing. This year the theme will emphasize the commitments made in the International Plan of Action on Ageing, and the need to consider older persons in the development process.

Each community is free to determine its own theme. However, the AoA will continue to utilize this year's Older Americans Month theme - What We Do Makes A Difference - to reinforce how our programs and services and people

SUBJECT: AoA to Celebrate International Day of Older Persons
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of all ages make a difference in the lives of the elderly and their caregivers. We hope that you will also consider using this theme. For ideas on what you can do in your community, go to: <http://www.aoa.gov/>.

Materials distributed to the Aging Network during Older Americans Month can also be used for International Day activities. They can be downloaded from <http://www.aoa.gov/press/oam/oam.asp>.

I am very pleased to join this worldwide celebration, and I would be most interested to know about activities that you may plan for the day. We will develop an AoA webpage for the International Day, and will include our own plans as well as your ideas and photos. Please contact Marla Bush for further information related to the International Day of Older Persons. She may be contacted at marla.bush@aoa.gov or 202-357-3508.

Sincerely,
Josefina G. Carbonell
Assistant Secretary for Aging

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Janet L. Honeycutt

DATE: September 16, 2003

SUBJECT: **Public Hearings – Virginia State Rural Health Plan**

VDA received the following information from Jill Hanken, Staff Attorney with the Virginia Poverty Law Center:

The Virginia Rural Health Association, in conjunction with the Virginia Department of Health – Office of Health Policy and Planning and other local organizations, will host a series of public hearings across the state to provide citizens of the Commonwealth the opportunity to offer input into the State Rural Health Plan. In addition to the public hearing, an overview of Virginia's Emergency Preparedness and Response Program will be provided, along with a discussion of program activities at both the state and local level. Topics to be addresses include funded positions, planning for health related events or epidemics, volunteer coordination efforts, communication systems, training, and exercises.

The hearings are scheduled for:

September 18, 2003 – Blacksburg

October 1, 2003 – Northern Neck Area

October 15, 2003 – Wise County

SUBJECT: Public Hearings – Virginia State Rural Health Plan
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More information and registration forms are available on the VRHA website (<http://www.vrha.org/>). I'm not sure what the scope of the State Rural Health Plan is, but this appears to be an opportunity to discuss health access issues and barriers faced by low income people in rural areas.

Jill A. Hanken
Staff Attorney
Virginia Poverty Law Center
201 W. Broad St. Suite 302
Richmond, VA 23220
804-782-9430

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Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Ellen M. Nau, Human Services Program Coordinator

DATE: September 16, 2003

SUBJECT: National Family Caregiver Support Program

Resources:

Women as Caregivers—Cradle to Grave, a thirteen-page listing of books and other resources to aid caregivers is now available upon request from the Virginia Department for the Aging. Women's Health Virginia held a caregiving conference June 13, 2003 in Charlottesville and supplied this listing to VDA. For a copy of the listing, contact Ellen Nau at Enau@vdh.state.va.us. For further information on Women's Health Virginia and to order conference session tapes, consult the organization's web site at <http://www.womenshealthvirginia.org/>.

Spanish Version of Consumer/Family Resources Compendium is offered by Last Acts.

Like its English language version, the Spanish Compendium contains information on caregiver resources. Each entry includes the resource title, producing organization, and ordering information. To view a PDF file version of the document go to <http://www.lastacts.org/files/resources/SpanishComp.pdf>

Changing Tides: A Child Parent Bereavement Program has been a service of Saint Barnabas Hospice and Palliative Care Center in Millburn, New Jersey since the early 1990's. The program won an award in 1996 from the National Hospice and Palliative Care Organization. A limited number of the program manual and companion video are now available to non-profit agencies.

SUBJECT: National Family Caregiver Support Program
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To receive a copy of the **Changing Tides** manual and video, please send a donation acknowledgement from your agency and to cover postage, a check for \$5.00, made out to "SBHPCC". If you have questions, please contact Spiro Ballas, Volunteer Coordinator, c/o Saint Barnabas Hospice and Palliative care Center, 187 Millburn Avenue, Suite 102, Millburn, NJ 07041. Information about the Saint Barnabas Health Care System is available at <http://www.sbhcs.com/about/index.html>

Prepare to Care: From Information to Action! – a New England Family Caregiving Town Hall Meeting organized by the National Family Caregivers Association and a coalition of 40 New England community organizations will be held Saturday, September 20 from 8:30 A.M. to 12:00 noon at the John F. Kennedy Memorial Library and Museum in Boston, MA. **Webcast** participation in the conference is available from 9:30 A.M. to 11:30 A.M. To participate online go the NFCA's website www.nfcacares.org (<<http://www.nfcacares.org>>), click on Town Hall Meeting icon and then Boston Meeting for instructions.

The National Institute on Aging has published a 48-page update on recent advances in Alzheimer's Disease, *2001-2002 Alzheimer's Disease Progress Report*. This publication is a companion piece to the *2002 Alzheimer's Disease: Unraveling the Mystery* which provides basic science background on the brain and AD is easy-to-understand language and offers an educational video and graphics on the accompanying CD-ROM. Both publications are free from NIA's Alzheimer's Disease Education and Referral Center. To order copies, please call the ADEAR Center at 1-800-438-4380 (8:30 A.M. – 5:00 P.M. EST Monday through Friday) or send an e-mail to adear@alzheimers.org. You can also view and order the publications online at www.alzheimers.org.

Your Father Has Alzheimer's...A Baby Boomer's Guide to Dealing with our Aging Parents, a book by Miles Friedman, President of the National Association of State Development Agencies, conveys the challenges faced by the family and different sources of aid they found to help them deal with his father's Alzheimer's Disease. More information about the book can be found at the author's website, at www.mf-alzheimers.com. The book costs \$17.95.

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MEMORANDUM

TO: Executive Directors, Area Agencies on Aging
Transportation Managers

FROM: Faye D. Cates, MSSW, Human Services Program Coordinator

DATE: September 16, 2003

SUBJECT: TIPS ON HOW TO MOVE AND SECURE WHEELCHAIR PASSENGERS

Wheelchair lifts make it possible to load chairs of all weights/sizes in an efficient and safe manner.

When loading on a platform lift, please keep in mind the following:

- Lower platform to ground level
- Let platform deploy far enough for the end (the outboard roll-stop) to fold flat
- Keep feet out from under the platform at all times
- Back the wheelchair to the end of the platform and pull it up and on. The front casters must be totally on the platform. The area within the wheelchair handles creates an ideal place for the driver to stand.
- Grasp on wheelchair handgrip with one hand and operate the UP button of the control box with the other hand.
- Raise lift to floor level. As the lift leaves the ground, ensure that the outboard roll-stop as well as the inboard barrier is engaged while raising.
- At floor level, always keep one hand on the chair while reaching around to release the breaks (one at a time)
- Pull the wheelchair back into the bus. Watch your head and that of your passenger (overhead clearance can sometimes be extremely low)

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When unloading on a platform lift:

- Open and latch the lift door from the outside
- Unload the lift
- Re-enter bus through service door (DO NOT jump onto lift)
- Push wheelchair slowly forward out onto platform. Be sure to center wheelchair as you go
- Lock one brake and then the other, always holding on to the chair with one hand
- With one hand on the handgrip, lower platform with the other hand on the controls. At ground level, unlock wheels and push chair off the platform

Passengers in wheelchairs should always be facing forward on the platform lift because:

- The majority of the weight is concentrated toward the supported end of the platform (there is less sway)
- There is no chance that the feet of the passenger will get caught in the gap plate as the lift raises to floor level
- The driver can keep complete control by having access to wheelchair handgrips
- The wheelchair in proper position to be rolled straight back into securing position in the bus
- Psychologically, the passenger feels more secure backed up against the bus body than out on the end facing towards the bus

At the Florida Paratransit ROADEO in Tampa, FL this past April, some of the best bus drivers in the state competed against each other in a friendly securement contest. With a time limit of seven (7) minutes or less, each participant approached the passenger as though the passenger were a person to be transported.

The contestant/driver were required to verbalize to the passenger all activities to be performed in the process of loading and securing them in the vehicle. Contestants were required to say these activities loud enough for the judge to hear. If contestants did not verbalize what they were going to do or do so after the fact, they lost points. The passenger

SUBJECT: TIPS ON HOW TO MOVE AND SECURE WHEELCHAIR PASSENGERS
Page 3 of 3

wore a lap belt in the wheelchair. Before maneuvering the passenger on the lift platform, the contestant/driver must check the lap belt to verify that it is secure. The lifts should be equipped with rear safety roll-stops. The contestant/driver physically checked the rear safety place to verify that it is engaged. After the platform cleared the ground, contestants physically checked the front inboard roll-stop to verify that it is secure. In this ROADEO, contestants were not penalized for removing their hand from the wheelchair to check the front inboard roll-stop.

After loading the passenger in the bus, each contestant secured the wheelchair and passenger. After the contestant positioned the wheelchair in the securement area, they secured the front and rear straps, set the brakes and secured the lap belt (shoulder harness). The judge then released the brakes and attempted to roll the wheelchair and passenger forward and backward. If the wheelchair did not roll or slide in either direction, the contestant received 24 points – if the wheelchair rolled by any amount, contestants received zero points.

As with any piece of machinery, lifts are potentially hazardous equipment if used improperly. All lifts need proper maintenance operated by trained staff. Though the driver's loading duty is easier with a wheelchair lift, there is more education, caution and awareness needed when operating a lift. The only person who operates the lift is the driver. Every driver should familiarize themselves with all wheelchair lifts in the marketplace.

Sources: Florida Department of Transportation, Rural Transportation Assistance Program (RTAP); Center for Urban Transportation Research in the University of South Florida (Feb. 2003); Judy Hoyt; Florida Paratransit ROADEO. To reach Smokey Spencer at Maxon Mobility, please call (800) 227-4116, ext. 4358 or e-mail at: sspencer@maxonmobility.com